



# City of Flagstaff

## Payroll Newsletter

### Get Direct Deposit Today!

Payroll would like to encourage you to participate in direct deposit. It's a simple, safe, convenient way to get paid.

Complete the form [here](#) or stop by Human Resources or payroll to sign up today.

### Reporting a lost or damaged check

If you have lost or damaged a pay check notify payroll and complete an [affidavit of lost check](#) immediately.

Upon receiving the affidavit we will place a stop payment on the original check and issue a replacement as soon as possible.

A replacement check will not be issued without an affidavit of lost check completed by the employee.

### PayCards

The Payroll Department is currently researching PayCards as an option for city employee payments. More information coming soon.



### View your final check of 2014 online

Access to your final check of 2014 is available online.

<https://www.atsprintfreeom.com/flagstaff.aspx> to view your check.

See "online paystubs" on page 2 for more information on how to log on.



#### Holidays

##### Jan 1

New Year's Day

##### Jan 19

Martin Luther King Jr. Day

##### Feb 16

Presidents' Day

##### May 25

Memorial Day

##### July 3

Independence Day  
(observed)

##### Sept 7

Labor Day

##### Nov 11

Veterans Day

##### Nov 26-27

Thanksgiving Day

##### Dec 25

Christmas Day



Welcome Flagstaff Housing Authority to the City of Flagstaff!

The Housing Authority has officially become part of City Hall Payroll processing on January 1st, 2015.

### Mailing Addresses for W-2s

As the Payroll office prepares for W-2 season, we are requesting that employees assist in the process by taking a few minutes to visit Employee Self Service to verify their Address. Verifying this address prior to issuance of W-2's will help avoid delays in receiving the W-2 form.

Employees can verify and change your address in Human Resources, Payroll or on the employee self service website.

### W-2 Distribution

All permanent employee W-2's will be distributed to departments on Friday, January 23rd.

All Temporary/  
Terminated employee  
W-2's will be mailed on  
Friday, January 23rd.





## City of Flagstaff Payroll

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We're on the web!  
[www.flagstaff.az.gov/payroll](http://www.flagstaff.az.gov/payroll)

### Arizona State Retirement

Interested in learning more about Arizona State Retirement? The Payroll Department is pleased to bring Patrick Klein, Assistant Director of External Affairs, to Flagstaff. Patrick will present information on the health of Arizona State Retirement funds and answer any questions you may have.

Join us for the Arizona State Retirement Employee Meeting on Wednesday, March 11 at 1:00 pm in the Council Chambers.

### ING is now Voya Financial

ING has transitioned to Voya Financial. Even though they have a new name, nothing changes to your account or policy. Visit [voya.com](http://voya.com) for more information

### Online forms

Just a reminder, payroll forms and information is available on the web.

<http://www.flagstaff.az.gov/index.aspx?nid=2683>

Please take a moment to browse the web portal where you will find:

- Payroll Announcements
- Online Paycheck Stub Information
- Direct Deposit Information
- Payroll Forms
- Information for Exiting Employees
- Frequently Asked Questions
- Tax Information
- Other Related Links

### Online Paystubs

To view your paystubs online go to:

<https://www.atsprintfreedom.com/flagstaff.aspx>

Enter your Access ID, Username and Password

Access ID: Flagstaff

Username: XXXX (Employee ID Number)

Password: XXXX (MMDD of your date of birth)

Change your password (if it is the first time you have logged on to the system)

Select "MyPayStub" to print your pay statement

The document password will be your employee ID number.



As of January 1, 2015, Arizona's minimum wage has increased by 15 cents to \$8.05 per hour. Arizona's minimum wage is higher than the federal minimum wage, which is currently \$7.25 per hour.

### W-4 Exempt Status Expires February 15, 2015

If you claimed an exemption from withholding on your W-4 for 2014, your exemption will expire on February 15, 2015. Please be sure to complete a new W-4 for 2015.

### Federal Tax Tables

The Internal Revenue Service has introduced new withholding tax tables effective January 1, 2015. The City of Flagstaff has updated our software to reflect these changes.

